

**REQUEST FOR APPLICATIONS (RFA)  
FOR FY 2015 FUNDING**

**DOCUMENTARY STAMP SURTAX FUNDING**

**AND**

**STATE HOUSING INITIATIVES PARTNERSHIP  
FUNDING**

**FY 2015 ELIGIBLE ACTIVITIES:**

- RENTAL HOUSING
- HOMEOWNERSHIP
- HOMEBUYER COUNSELING
- SMALL DEVELOPMENTS

**March 2, 2015**

Miami-Dade County  
Public Housing and Community Development (PHCD)  
701 NW 1<sup>st</sup> Court, 16<sup>th</sup> Floor – Miami, FL 33136





**\*\*\* APPLICATION DISCLAIMER \*\*\***

Applicants should check the County's website for updates to the FY 2015 RFA, as dates listed are subject to change.

<http://www.miamidade.gov/housing/>

Updates to the FY 2015 RFA will be posted on the Department of Public Housing and Community Development website. Applicants should periodically check the County's website for potential changes in funding availability, submission dates and/or requirements:  
[www.miamidade.gov/housing/](http://www.miamidade.gov/housing/)

**MIAMI-DADE COUNTY PROVIDES EQUAL ACCESS AND EQUAL OPPORTUNITY IN EMPLOYMENT AND SERVICES AND DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY.**

The Department of Public Housing and Community Development (PHCD) does not discriminate based on race, sex, color, religion, marital status, national origin, disability, ancestry, sexual orientation, age, pregnancy or familial status in the access to, admissions to, or employment in, housing programs or activities. If you need a sign language interpreter or materials in accessible format for this event, call 786-469-2155 at least five days in advance. TDD/TTY users may contact the Florida Relay Service at 800-955-8771.

**MIAMI-DADE COUNTY  
FY 2015  
REQUEST FOR APPLICATION (RFA)  
DOCUMENTARY STAMP SURTAX FUNDING  
And  
State Housing Initiative Partnership (SHIP) Program Funding**

**TABLE OF CONTENTS**

THE COMPLETE FY 2015 RFA CAN BE FOUND ONLINE AT PHCD's WEBSITE

<http://www.miamidade.gov/housing/>

<b>INTRODUCTION .....</b>	<b>4</b>
<b>DEFINITIONS .....</b>	<b>7</b>
<b>APPLICATION TO THE PROGRAM .....</b>	<b>10</b>
<b>ESTIMATED FY 2015 FUNDING AMOUNTS .....</b>	<b>10</b>
<b>LOAN TERMS AND CONDITIONS CHART.....</b>	<b>11</b>
<b>POLICIES FOR FY 2015 SURTAX and SHIP RFA SUBMISSION .....</b>	<b>13</b>
<b>INSTRUCTIONS AND SUBMISSION GUIDELINES.....</b>	<b>16</b>
<b>APPLICATION COVER SHEET.....</b>	<b>18</b>
<b>HOUSING FORMS.....</b>	<b>20</b>
<b>GAP FINANCING APPLICATION .....</b>	<b>34</b>
<b>SINGLE FAMILY HOMEOWNERSHIP.....</b>	<b>60</b>
<b>SCORING CRITERIA.....</b>	<b>62</b>
<b>SCORING CRITERIA FOR SMALL DEVELOPMENTS.....</b>	<b>65</b>
<b>HOMEBUYER COUNSELING.....</b>	<b>68</b>
<b>CERTIFICATION FORM .....</b>	<b>72</b>

## **GENERAL INFORMATION AND GUIDELINES**

### **MIAMI-DADE COUNTY REQUEST FOR APPLICATIONS (RFA) FOR FY 2015 FUNDING**

### **DOCUMENTARY STAMP SURTAX FUNDING And STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM FUNDING**

#### **INTRODUCTION**

Miami-Dade County is soliciting applications under the 2015 Documentary Surtax (Surtax) and State Housing Initiatives Partnership (SHIP) program Request For Applications (RFA) process. Development teams of entities applying for Documentary Surtax funding should be diversified and aspire to be consistent with and reflect the diversity of the Miami-Dade community per Resolution No.1080-14.

**A Credit Underwriting Report will be required for all projects to be considered for funding.**

1. Miami-Dade County, Department of Public Housing and Community Development (PHCD) shall review Request for Application (RFA) binder submitted for a funding allocation for approved housing activities, which will include new construction and rehabilitation of permanently finance multifamily affordable housing developments. The documents and exhibits presented in the RFA binder will be reviewed and analyzed to complete a Credit Underwriting Report. The Credit Underwriting Report (Report) will include an analysis of the information available in the submitted RFA binder related to the development and render a written recommendation in favor of or opposed to proceeding with the underwriting of the proposed development.
2. With respect to the Development, the Report will identify the following:
  1. The location based on the available information within the RFA binder;
  2. The proposed number of units;
  3. The proposed unit mix, i.e., AMI, accessibility (type and number, if applicable)
  4. The targeted demographic; and

5. Income restrictions imposed by the financing sources identified within the RFA binder
  - i. The Report will identify the Development Team (collectively defined as the Applicant/Borrower, General Partner, Guarantors, Developer, and General Contractor).
  - ii. The Report will assess the Development's economic feasibility by analyzing the following documents with the RFA binder:
    1. Executed applications, firm commitments, letters of intent, as applicable to ensure:
      - a) Financing and equity sources represented in the RFA binder are available to the Applicant;
      - b) The terms of the financing and equity sources meet the County's program requirements;
    2. Review the Applicant's budget to reasonably ensure:
      - a) General Contractor, Developer Fee, hard cost and soft cost contingencies meet County program requirements;
      - b) The represented sources are adequate to complete and permanently finance the development;
      - c) The funds requested from the County meet the program guidelines and limitations based on the information available.
      - d) The funds requested from the County will fully fund the proposed Development within the County program guidelines.
    3. The Report will review the operating pro forma included in the RFA binder to reasonably ensure:
      - a) Proposed rents do not exceed applicable income restrictions and are presented at reasonable amounts;
      - b) Proposed rents are achievable;
      - c) Economic vacancy is reasonable;
      - d) Additional income is reasonable;
      - e) Operating expenses are reasonable;

- f) The net operating income represented is sufficient to cover all proposed financing, annual debt service and applicable fees at a level acceptable to the County or other lenders based on the information available;

*For the Credit Underwriting the County will determine that a minimum reasonable interest rate of 1% and up to a maximum of 6% for loan repayment of County funds can be achieved based on the range documented in the County's 2015 RFA application with a minimum debt service cover ratio (DSCR) of 1.0. The County will require a minimum of 1.0% debt ratio in year 15 for tax exempt bond transactions. Repayment of the loan must be a requirement of all successful applications.*

**Debt Service Coverage Ratio is subject to waiver at the discretion of the Director.**

#### Construction Loan Closing Process

Developers are encouraged to include loan closing costs in the requested award amount. It is anticipated that these costs will be absorbed into the project costs, beginning with projects funded through the 2015 RFA process. The County is in the process of finalizing a pool of loan closing agents to work along with PHCD and the County Attorney's Office to facilitate the closing of all construction loans funded by the County. A schedule of fees will be published once the process is complete.

Cash flow must be sufficient to meet all applicants repayment obligations of all loans related to the project.

## DEFINITIONS

**Applicant** – an organization submitting a proposal for funding of a housing development project.

**Bonds**- a certificate that serves as evidence of a debt and of the terms under which it is undertaken. This includes, among other multi-family housing revenue bonds issued to finance construction of multi-family housing projects where a specified proportion of the units will be rented to moderate-and low-income families.

**Credit Underwriting (CU)** - Credit Underwriting (CU) – an analytical process that determines the amount of financing necessary for completion of the construction and development of a project as indicated in a report prepared by an independent credit underwriter under the direction and oversight of PHCD. While the general intent of credit underwriting is to determine the development's ability to repay debt, the intent of the subsidy layering review is to determine the appropriate amount of "gap" financing and the reasonableness of cost allocations. Credit underwriting is also for the purpose of determining the terms of financing and determining whether the project is financially feasible. The terms set forth in the underwriting shall be controlling. (Developer will be responsible for the cost of this analysis; however, this is a reimbursable expense).

**Deferred Developer's Fee** – the portion of the Developer Fee that will not be paid to the developer from the project's funding sources but will be paid to the developer from the project's cash flow.

**Developer** - any individual, association, corporation, joint venture or partnership which possesses the requisite skill, experience, and credit worthiness to successfully produce affordable housing as required in the Application.

**Developer's Fees** - developer fees for all categories (including developer's overhead, developer's fees and consultant fees) combined cannot be more than 18% for 4% tax credit deals with FHFC or HFA bonds, and no more than 16% on 9% tax credit deals. Costs to the development (fees and soft costs) should reflect a pro-rata share of the total funding awarded by the County and other funding sources. Developer fees must be reflective of actual construction completed. No part of the developer's fee can be disbursed until all loan closing conditions have been met. Under no condition will Miami-Dade County reimburse developers for costs incurred on the development prior to an executed written agreement and loan closing with recorded documents in effect.

**Development Soft Costs** – Includes costs for appraisals, attorney's fees, architectural fees, construction related, engineering fees, and other development costs not associated with the actual hard construction or permanent financing of the development.

**Disabled Household** – Any moderate, low, very low or extremely low income household that has one or more persons who (a) have a physical impairment or mental impairment that substantially limits one or more major life components; (b) have a record of such impairment; or (c) are regarded as having such an impairment in accordance with the Federal Fair Housing Act and Chapter 11A of the Code of Miami-Dade County.

**Extremely Low Income (ELI)** – Those individuals or families whose income is 33% of area median income (AMI) or below.

Financial Beneficiary - one who is to receive a financial benefit of the total development cost (including deferred fees). This definition includes any party which meets the above criteria, such as the developer and its principals and principals of the applicant entity. This definition does not include third party lenders, Housing Credit (HC) Syndicators, Credit Enhancers who are regulated by a state or federal agency.

Four percent (4%) Tax Credits - See 26 U.S.C. § of IRS tax code. The four (4%) Low Income Housing Tax Credits (LIHTC) like the nine (9%) credits are designed to cover the gap between the cost of developing affordable rental housing and the amount of financing that may be raised based on the rents that low-income families can afford. The 4% LIHTCs are administered by the Florida Housing Corporation and are not competitive. Any project financed through the tax-exempt private activity bonds, serves families with incomes below 60% of the area median, and meets other eligibility criteria qualifies automatically for the 4% LIHTC.

Firm Commitment – Match/leverage funds must be explicit, in writing and signed by a person authorize to make the commitment. The commitment must indicate the total dollar value of the commitment and be dated within 60 days of the RFA deadline. It must be from an industry recognized financial institution and show evidence of underwriting by the lender.

Gap Funding- The financing gap between the amounts requested from the County in the FY 2015 Housing Application and the overall development cost of the housing project. Development cost of the project means the total cost of completing the entire project, from acquisition to the issuance of the Certificate of Occupancy, including but not limited to the costs for acquisition, design and planning, zoning and variances, financing costs, legal costs, construction, permitting, hard costs and development soft cost. The amount of gap financing requested cannot be more than 25% of total development costs.

Green Building – green building also known as green construction or sustainable building, is a structure that is designed, built, renovated, operated and reused in an ecological and resource-efficient manner. For proposed developments involving new construction units, regardless of the development category of the application, the applicant must commit that (i) each new construction unit in the proposed development that is eligible for the energy star new homes (Florida standard) will achieve a home energy rating system (HERS) index of 75 or below, and (ii) each new construction unit in the proposed development that is not eligible for the Energy Star new homes will include, at a minimum, the energy features outlined in Miami-Dade County Green Code through Ordinance No. 07-65. The applicant will also adhere to all the requirements of said ordinance.

Guaranty – an assurance provided by one party that another party will perform under a contract.

Hard Costs – the monetary costs of physically preparing the site, and building the structure.

Loan Documents or Closing Documents – the “shell” loan documents for all Surtax awards are available for review on the web site at [www.miamidade.gov/housing/](http://www.miamidade.gov/housing/). The County encourages all applicants to review the Loan Documents prior to submitting any application. The County expects awardees of funds to execute the Loan Documents without any substantive revisions or edits. Any substantive changes to the loan documents are at the sole and absolute discretion of the County.

Loan Terms – the term of the loan may be 30 years, for projects with tax credits which will include a two (2) year construction period and a fifteen (15) year “Tax Credit Compliance Period” during which payments of principal, interest or both will be made and the Maker shall pay at the annual interest rate of zero (0%) during two year construction period. Remaining principal payments shall be due at the end of the thirty (30) year term at which time; any remaining interest shall be due and payable. (See page 12 and 13 for complete loan term details.

Low Income Housing Tax Credits (LIHTC) – Housing credits: The tax credit issued in exchange for the development of affordable rental housing pursuant to section 42 of the Internal Revenue Code and the provisions of Rule Chapter 67-48, Florida Administrative Code.

Non – Recourse – no personal liability. Lenders may take the property as collateral to satisfy a debt, but have no recourse to other assets of the borrower. A loan for which the sole source of satisfaction for default thereon is the real property that was given as collateral.

PHCD – Miami-Dade County’s Department of Public Housing and Community Development or predecessor or successor department.

Principal - an applicant, any general partner of an applicant, and any officer, director, or any shareholder of any applicant or shareholder of any general partner of an applicant.

Recourse – the ability of a lender to claim money from a borrower in default, in addition to the property pledged as collateral.

Senior Housing – HUD has determined that a dwelling that is specifically designed for and occupied by elderly person under a Federal, State, or local government; or is occupied solely by persons who are 62 or older; or a dwelling that houses at least one person who is 55 or older in at least 80% of the occupied units, and adheres to a policy that demonstrates intent to house persons who are 55 or older.

Small Development – a multi-family development that consists of 30 units or less and includes affordable housing.

Special Needs Populations – a resident or a family member is considered to be homeless, a survivor of domestic violence, a person with an emotional, mental or physical disability or youth aging out of foster care. These households require initial, intermittent or ongoing supportive services from one or more community based service providers or long term care program.

Shovel Ready – a construction project that is considered to be in the advanced stages of development. Shovel-ready implies that the project can be begun by laborers immediately and is past the planning, engineering, and funding stages. More specifically, the Environmental Site Assessment reports (Phase I and/or II) are completed with a “No Further Action” recommendation, construction plans and specifications have been completed and approved by all local agencies, full funding of construction phase is available (minus the gap funding requested) and construction is ready within thirty days of closing of financing to start pending the selection and award of the general contractor within one hundred twenty days (120) from the contract execution date with PHCD.

Subsidy Layering Review (SLR) – an analytical process that determines the amount of Government (public) financing necessary and the reasonableness of cost allocations. **(Developer will be responsible for the cost of this analysis).**

Threshold – Minimum requirements that must be satisfied for the application to be responsive. Per Resolution No. R-630-13 applicants are required to provide a detailed project budget, sources and uses statement, certifications as to past defaults on agreements with Non-County source and clear a due diligence check (see attached) prior to funding commitment. The applicant must have firm commitments of other funding. Due Diligence findings will be reported to the Board of County Commissioners.

Transit Oriented Development (TOD) – a residential or commercial area designed to maximize access to public transportation and incorporates features to encourage transit ridership.

Transaction Fees – Customary closing costs for typical financial transactions.

#### **APPLICATION TO THE PROGRAM**

This Request for Applications (RFA) is being issued for applicants who are interested in applying for FY 2015 Surtax and SHIP funding. All application forms are in this package. Copies are available at [www.miamidade.gov/housing](http://www.miamidade.gov/housing) or at 701 NW 1<sup>st</sup> Court, 14<sup>th</sup> Floor, Miami, Florida 33136.

A conditional loan commitment approved by the Board of County Commissioners (BCC) for development activity will be provided to awardees based upon the application submitted by awardees in response to the FY 2015 Miami-Dade County Request for Applications. Awardees must close on projects within six months of the issuance of the commitment and completion of the credit underwriting process.

#### **ESTIMATED FY 2015 SURTAX/ SHIP FUNDING AMOUNTS**

<b>DOCUMENTARY STAMP SURTAX FUNDS (SURTAX)/SHIP</b>	<b>AMOUNT</b>
<b>Surtax/SHIP Affordable Rental</b>	
Multi-Family Rental –Liberty City	<b>\$4,735,312</b>
Multi-Family Rental- Countywide	<b>\$6,113,750</b>
Small Developments – Liberty City	<b>\$1,578,438</b>
<b>Surtax Homeownership Activities</b>	
Acquisition Rehabilitation – Liberty City	<b>\$6,000,000</b>
Acquisition Rehabilitation- Countywide	<b>\$2,150,000</b>
Homebuyers Counseling	<b>\$500,000</b>
<b>Total</b>	<b>\$21,077,500</b>

**NOTE: Federal funds are subject to appropriation by the U.S. Congress. The President's budget must be approved and may be subject to reductions. All federal funding amounts are estimates. This solicitation is subject to the receipt of the estimated amount of funds to be received from U.S. HUD. Any awards as a result of this RFA is subject to funding and may be reduced or rescinded based on the level of funding received from the Federal Government.**

**Any remaining funds in either category will be available for the other category.**



**Miami-Dade County Department of Public Housing and Community Development (PHCD)  
LOAN TERMS AND CONDITIONS FOR SURTAX and SHIP - FY 2015**

**\*Interest Rates below are subject to an independent credit underwriting**

<b>FUNDING SOURCE</b>	<b>TYPE OF DEVELOPMENT</b>	<b>TYPE OF DEVELOPER</b>	<b>*RATE</b>	<b>CONSTRUCTION PERMANENT TERMS</b>	<b>AFFORDABILITY</b>	<b>NOTES</b>
SURTAX & SHIP	Multi-family rental developments	<b>For Profit</b>	0% during construction, yrs. 1-2. 1%-6% accrual in years: 3-30.	2 years for construction completion.	- Subject to rental regulatory agreement for set aside units during the entire 30 year term - Subject to Florida Housing Finance Corporation terms. - Subject to subsidy layering review	Minimum debt service ratio 1.0. Maximum 1.6 The County will require a minimum of 1.0% debt ratio in year 15 for tax exempt bond transactions  Twenty percent of the developer fee must be deferred provided that it can be paid back in 12 years.
*SURTAX & SHIP	Multi-family rental developments	<b>Not-for-Profit</b>	0% during construction, yrs. 1-2. .5%-6% accrual in years: 3-30.	2 years for construction completion.	- Subject to rental regulatory agreement for set aside units during the entire 30 year term - Subject to Florida Housing Finance Corporation terms. - Subject to subsidy layering review	Minimum debt service ratio 1.0 Maximum 1.6.  The County will require a minimum of 1.0% debt ratio in year 15 for tax exempt bond transactions  Twenty percent of the developer fee must be deferred provided that it can be paid back in 12 years.
SURTAX & SHIP	Homeless and Public Housing	<b>For Profit</b>	0% during construction, yrs. 1-2. 1% to 6.0% accrual in years 3-30	2 years for construction completion. Public Housing projects can carry debt based on operating subsidy. Not on real estate carrying debt..	- Subject to rental regulatory agreement. - Subject to a 30 year affordability and occupancy restriction period. - Subject to Florida Housing Finance	If borrower ceases its use of the property as a homeless facility, then or at any time, upon written notice from the County, the loan, including any accrued interest, if any, shall become immediately due and payable.

					<p>Corporation terms.</p> <ul style="list-style-type: none"> <li>- Subject to subsidy layering review</li> </ul>	
SURTAX & SHIP	Homeless and Public Housing	<b>Not-for-Profit</b>	<p>0% during construction, yrs. 1-2. .5 to 6.0% accrual in years 3-30</p>	<p>2 years for construction completion. If the project complies with all loan conditions, then the principal shall be forgiven in equal increments equal to twenty- five percent (25%) of the loan amount in years 27 through 30.</p>	<ul style="list-style-type: none"> <li>- Subject to rental regulatory agreement.</li> <li>- Subject to a 30 year affordability and occupancy restriction period.</li> <li>- Subject to Florida Housing Finance Corporation terms.</li> <li>- Subject to subsidy layering review</li> </ul>	<p>If borrower ceases its use of the property as a homeless facility, then or at any time, upon written notice from the County, the loan, including any accrued interest, if any, shall become immediately due and payable.</p>

## POLICIES FOR FY 2015 SURTAX and SHIP RFA SUBMISSION

### Feasibility Analysis

- Applicants for “gap” funding will be subject to Full Credit Underwriting and Subsidy Layering Review (SLR).

The Credit Underwriting will be performed to assess the financial feasibility and viability of the development as presented in the application and its exhibits at the time of application for funding.

For “gap” funding applicants with FHFC tax credits, the SLR will be performed subsequent or concurrent with the credit underwriting of FHFC or Miami-Dade County HFA funding. In addition to the standard credit underwriting review that analyzes development cash flow, the SLR is intended to be an analytical review of the following:

- Subsidy Levels
  - Developer’s Overhead
  - Developer’s Fees
  - Consultant Fees for Development
  - Soft Cost
  - Land Costs
  - Reserve requirements
  - Feasibility
  - Debt Service Coverage Ratio
- While the general intent of credit underwriting is to determine the development’s ability to repay debt, the intent of the credit underwriting report is to assess the feasibility and viability of the development as presented in the application, and the intent of the SLR is to determine the appropriate amount of “gap” financing, especially as it relates to public funds and reasonableness of cost allocations.
  - Applicants for “gap” financing must meet threshold in order to be considered for funding. Threshold requirements include the following:
    - Documentation of an allocation of Housing Credits from FHFC, SAIL funds, or Miami- Dade County Housing Finance Authority (HFA) or other public funding;
    - Documentation of a syndication agreement or commitment for purchase of housing credits;
    - Firm commitment of all other funding sources; and
    - Estimated construction completion schedule.

### Criteria for SURTAX Eligibility

- Developments will be recommended for funding in a ranked order with criteria including the lowest per unit request for subsidy from the County, including shovel readiness and experience. The ranking criteria is as follows:
  1. **Leveraging** – Agencies must show that they have other sources of funding available for the proposed activity.
  2. **Organizational and Financial Capacity** – Organizations must demonstrate that they are fiscally sound and have the skills and experience required to achieve the proposed activity.

3. **Track Record** – Previously funded agencies must be in good standing with respect to audit findings and/or have a solid track record of submitting progress reports and monitoring findings and completed projects.
  4. **Timely Completion** - Agencies must demonstrate that they have completed projects within two (2) years for construction completion.
  5. **Site Control** – Applications for housing activities must demonstrate site control.
  6. **Subsidy per Unit** – For affordable housing projects, agencies must show that the subsidy per unit does not exceed established standards.
- If a tie breaker is needed during scoring to determine project ranking, the first tiebreaker will be “Ability to Proceed”. This section of the application will be ranked first. If an additional tiebreaker is needed, those projects with more points in the leveraging – those projects that require less total County funding per unit will be ranked higher.
  - The County reserves the right to determine whether an expense is “soft” cost or not. Construction will be monitored to determine that progress is made and draws are submitted in a timely manner and ensure that developer fee is paid based on percent of construction completed.
  - The number and amount of awards will be limited and based on credit underwriting and subsidy layering analysis and by the amount of estimated Surtax funds to be received in FY 2015. No project shall be recommended that would exceed the estimated amount regardless of score.
  - Funds for projects that do not meet the funding conditions in FY 2015 shall be made available for next year’s Surtax RFA.
  - Subsidy Caps for 9% and 4% Low Income Housing Tax Credits (LIHTC) are as follow::
    - 9% LIHTC – 15% maximum subsidy may be applied for
    - 4% LIHTC
      - New construction high rise -25%
      - New construction mid-rise – 25%
      - New construction garden style – 20%
      - Rehabilitation – 15%
  - Total Development Cost for all multi-family developments:
    - New construction high rise -\$250,000 without land
    - New construction mid-rise - \$225,000
    - New construction garden style - \$200,000
    - Rehabilitation garden style – \$145,000
    - Rehabilitation non garden style - \$200,000

### **Energy Features For All Units in the Development**

- For proposed developments involving new construction units, regardless of the development category of the application, the applicant must commit that (i) each new construction unit in the proposed development that is eligible for the energy star new homes (Florida standard) will achieve a home energy rating system (HERS) index of 75 or below, and (ii) each new construction unit in the proposed development that is not eligible for the Energy Star new homes will include, at a minimum, the energy features outlined in MDC Green Code through Ordinance No. 07-65. The applicant will also adhere to all the requirements of said ordinance.

## INSTRUCTIONS AND SUBMISSION GUIDELINES

- All Applicants should complete the sections marked as appropriate:
  - “Gap” Funding Application
  - Homebuyer Counseling
  - Homeownership
  - Small Development
- Applicants who obtain copies of this Application from sources other than Miami-Dade County Department of Public Housing and Community Development (PHCD) risk the potential of not receiving addenda, since their names will not be included on the applicant list for this solicitation. Such applicants are solely responsible for these risks. All applicants should verify with the designated officer identified herein that all addenda have been received prior to submitting a proposal.

### General Section

- All Applicants must submit an Application Cover Sheet as the first page of the application. This cover sheet must include the legal name of the developer, employer identification number (EIN), organization type, amount of funding request, developer's address, contact person name, title, phone number and email address. As the second page of the application, following the Application Cover Sheet, applicants must include an attachment providing a detailed description of the project including project features and amenities.
- All Applicants must submit one (1) original and six (6) copies of the application in 3-ring binders. **Applications must be in separate binders. Do not submit more than one application per binder.** The original application must be submitted in a three ring binder, with the word “ORIGINAL” written on the outside of the binder and each copy (6) must be submitted in separate 3-ring binders, with the appropriate category (1) “Gap” Funding. (2) Homeownership (3) Small Developers (4) Homebuyers Counseling (5) Liberty City Set Aside. **Applications not submitted in three (3) ring binders will not be accepted. No pages are to be stapled or clipped. (ALL originals and copies of applications must include all required documents. Please do not exclude any document from any copy).** All proposals must be submitted in the legal name of the limited partnership, corporation or agency.
- All applicants must provide their federal Employer identification Number (EIN) in the application.
- Applications submitted after the April 1, 2015 deadline will not be accepted.
- Faxed applications will not be accepted.
- Application must comply with all requirements of this RFA. Applications that are incomplete or have deficiencies and errors will be submitted to the County Attorney's Office for legal review and determination of responsiveness.
- **Miami-Dade County Affordable Housing Set Aside Incentive for Disabled Households.** Ordinance No. 14-56. Developers desirous of building more accessible units may be awarded extra points on applications; however, total funding will not be affected.
- No changes or additions to the proposals will be accepted after the application deadline.
- Applications will not be accepted anywhere other than as noted in this application.

- The Board of County Commissioners reserves the right to waive any informality in or to reject, any and all such applications.
- Miami-Dade County will not fund an entity or an affiliate with outstanding defaulted loans, debarment actions or any other legal encumbrances with the County, State of Florida or federal program regardless of the merits of the submitted proposal.
- Miami-Dade County will not be responsible for the payment of the Credit Underwriting/SLR fees at the time of report submission. The Developer will be responsible for the cost of this analysis. Miami-Dade County will be responsible for the cost of the credit underwriting report.
- Questions pertaining to this application must be submitted in writing to the Miami-Dade County Department of Public Housing and Community Development (PHCD), no later than March 9, 2015, to the attention of: Michael Liu, Director PHCD.
- PHCD Compliance Requirement: PHCD will adhere to compliance guidelines pursuant to Resolution No. R-630-13 approved by the Miami-Dade County Board of County Commissioners on July 16, 2013. Copies of the resolution, Due Diligence Checklist and Affidavit are located at [www.miamidade.gov/housing/](http://www.miamidade.gov/housing/). Agencies not clearing the Due Diligence Report review will not be recommended to the Board for funding.

**Michael Liu, Director**  
**Miami-Dade County Department of Public Housing and Community Development (PHCD)**  
**Overtown Transit Village North**  
**701 NW 1<sup>st</sup> Court, 16<sup>th</sup> floor**  
**Miami, FL 33136**  
**phcdresidentservices@miamidade.gov**

Responses will be posted no later than March 13, 2015, on the website  
[www.miamidade.gov/housing/](http://www.miamidade.gov/housing/)

- Applications must be labeled as directed below:

**Mr. Harvey Ruvin**  
**Clerk of the Board of County Commissioners**  
**Stephen P. Clark Center**  
**111 N.W. First Street, 17<sup>th</sup> Floor**  
**Miami, Florida 33128**

**Attention: Director's Office**  
**Miami-Dade County**  
**Department of Public Housing and Community Development**

- Applications may be submitted to the Clerk of the Board from March 2, 2015, **through March 31, 2015**, Monday through Friday, except on Holidays observed by the County.
- ON April 1, 2015, APPLICATIONS WILL **ONLY** BE ACCEPTED DURING THE HOURS OF **9:00 am and 12:00 pm** AT THE ADDRESS LISTED BELOW:

**Overtown Transit Village North**  
**701 NW 1<sup>st</sup> Court, 1<sup>st</sup> floor Training Room**  
**Miami, FL 33136**

# APPLICATION COVER SHEET

## FY 2015 REQUEST FOR APPLICATION (RFA)

### ENTITY / DEVELOPER / APPLICANT INFORMATION:

Legal Name: \_\_\_\_\_

Organization's Federal Tax or Employer Identification Number (TIN/EIN): \_\_\_\_\_

Organization's Dun & Bradstreet D-U-N-S # (Required): \_\_\_\_\_  
 To obtain a DUNS #, please call 1.866.705.5711 or visit <http://fedgov.dnb.com/webform>

Developer/Applicant Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

Developer/Applicant Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip+4 \_\_\_\_\_

### ACTIVITY INFORMATION:

Activity Location/Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip+4 \_\_\_\_\_

Activity Title: \_\_\_\_\_ Category: \_\_\_\_\_

Activity Description: \_\_\_\_\_

Please use the following link to answer the questions below: <http://gisims2.miamidade.gov/Cservices/CSReport.asp>

County Commission District (s) where activity is located – *Please circle District number(s) or Countywide*

1   2   3   4   5   6   7   8   9   10   11   12   13   Countywide

County Commission District (s) where clients reside – *Please circle District number(s) or Countywide*

1   2   3   4   5   6   7   8   9   10   11   12   13   Countywide

County Commission District (s) where developer/agency/applicant's business is located – *Please circle District number(s)*

1   2   3   4   5   6   7   8   9   10   11   12   13

Is this Activity located within a Neighborhood Revitalization Strategy Area (NRSA)? Yes / No

If yes, select the appropriate NRSA(s) below:

Biscayne North \_\_\_\_\_ Cutler \_\_\_\_\_ Goulds \_\_\_\_\_ Leisure City/Naranja \_\_\_\_\_

Model City \_\_\_\_\_ Opa-Locka \_\_\_\_\_ Perrine \_\_\_\_\_ South Miami \_\_\_\_\_ West Little River \_\_\_\_\_

Participating Municipality \_\_\_\_\_ Entitlement City \_\_\_\_\_

Low-Mod Area (LMA) Benefit Eligible Block Group(s) \_\_\_\_\_

Funding Requested: Please provide the total amount of funding requested in the appropriate blank below.

CDBG	\$ _____	SHIP	\$ _____
HOME	\$ _____	ESG	\$ _____
HOME CHDO Set-Aside	\$ _____	Surtax	\$ _____
HOME CHDO Operating	\$ _____	Liberty City Set-Aside	\$ _____
Are you applying for Homeless Funds? Yes _____ No _____			

With my signature below, I attest to the accuracy of the information provided on this cover page. The information above summarizes my RFA 2015 application submission.

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

# HOUSING FORMS

## Miami-Dade County FY 2015 Surtax and SHIP RFA

### Part I. General Information

**All Applicants must complete this section.**

#### Applicant and Development Team

1. Purpose of this Application:

\_\_\_\_ Local Contribution

Amount Requested: \_\_\_\_\_

2. Applicant Information

Name of Applicant: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Federal Employer  
Identification Number: \_\_\_\_\_

If not yet obtained, provide a copy of the completed, submitted application for the Federal Employer Identification Number behind a tab labeled "FEIN Number \_\_\_\_\_."

- a. Is the Applicant a legally formed entity qualified to do business in the State of Florida as of the Application Deadline?

☐ Yes      ☐ No

Provide the required documentation behind a tab labeled and clearly identified.

- b. Is the Applicant a limited partnership or limited liability company?

☐ Limited Partnership  
☐ Limited Liability Company

c. Is the Applicant applying as a not-for-profit organization?

☐ Yes      ☐ No

If the answer is "Yes," the Applicant must respond to (I) and (II) below. If the answer is "No," skip not-for-profit status questions and proceed to question 3 below.

(I) Provide the following documentation.

- Attorney's opinion letter behind a tab labeled and clearly identified.
- IRS determination letter behind a tab labeled and clearly identified.

(II) Answer the following questions:

- Is the Applicant a public housing authority created by Section 421.04, Florida Statutes?

☐ Yes      ☐ No

- Is the applicant or one of its general partners a not-for-profit entity that is an affiliate of a public housing authority created by Section 421.04, Florida Statutes?

☐ Yes      ☐ No

- Is the applicant or one of its general partners a public housing authority or incorporated as a not-for-profit entity pursuant to Chapter 617, Florida Statutes, or similar state statutes if incorporated outside Florida?

☐ Yes      ☐ No

- If "no", is the applicant or one of its general partners a wholly-owned subsidiary of a not-for-profit entity formed pursuant to Chapter 617, Florida Statutes, or similar state statutes if incorporated outside Florida?

☐ Yes      ☐ No

- Is the applicant or one of its general partners a 501(c)(4) not-for-profit entity; or is the applicant or one of its general partners a wholly-owned subsidiary of a 501(c)(3) or 501(c)(4) not-for-profit entity?

☐ Yes      ☐ No

- Does the not-for-profit entity have an ownership interest, either directly or indirectly, in the general partner or general partnership interest or in the managing member of the managing member's interest in the applicant?

☐ Yes      ☐ No

If "Yes", state the percentage owned in the general partnership interest:

\_\_\_\_\_ %

(i) Percentage of Developer's fee that will go to the not-for-profit entity:

\_\_\_\_\_ %

(ii) Provide the description/explanation of the role of the not-for-profit entity behind a tab labeled and clearly identified as tab \_\_\_\_\_.

(iii) Provide the names and addresses of the members of the governing board of the not-for-profit entity behind a tab labeled and clearly identified as tab \_\_\_\_\_.

(iv) Provide the Articles of Incorporation demonstrating that one of the purposes of the not-for-profit entity is to foster low-income housing behind a tab labeled and clearly identified as tab \_\_\_\_\_.

(v) Year not-for-profit entity was incorporated.

\_\_\_\_\_ (yyyy)

(vi) Is the not-for-profit entity affiliated with or controlled by a for-profit entity within the meaning of Section 42(h), Internal Revenue Code?

☐ Yes      ☐ No

If "Yes," state name of the for-profit entity and what is the percentage of partnership.

\_\_\_\_\_ %

### 3. General and Limited Partner(s), Officers, Directors and Shareholders

For a Limited Partnership, provide a list of the limited partner(s), and the officers, directors, members, and shareholders of the general partner(s) as of the application deadline, behind a tab labeled and clearly identified.

For a Limited Liability Company, provide a list of the member(s), and the officers, directors, members, and shareholders of majority-in-interest or elected managing member(s) as of the application deadline, behind a tab labeled and clearly identified. This list must include warrant holders and/or option holders of the proposed development.

For all other entities, provide a list of the officers and directors as of the application deadline, behind a tab labeled and clearly identified.

#### 4. Contact Person for this Application

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Relationship to  
Applicant: \_\_\_\_\_

**General Information**  
**Part II. Development Team**

**All Applicants must complete entire section.**

**1. Developer or principal of developer**

Name of Developer: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Federal Employer  
Identification Number: \_\_\_\_\_

**a. Corporate name of each developer (include all co-developers):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**b. Provide the prior experience for each developing entity in a chart behind a tab labeled and clearly identified.**

**2. Management agent or principal of management agent**

**a. Provide the management agent's prior experience chart behind a tab labeled and clearly identified.**

**3. General contractor or principal of general contractor**

**a. Provide the General Contractor's name and prior experience chart behind a tab labeled and clearly identified.**

**b. Is the construction company a subsidiary of the developing entity or does the developer have an ownership interest in the construction company?**

☐ Yes      ☐ No

#### 4. Architect or Engineer

- a. Provide the executed Architect or Engineer Certification form behind a tab labeled and clearly identified. Non-Housing Credit (NHC) Applicants shall provide a copy of a current license of the Architect or Engineer.

#### 5. Attorney

- a. Housing Credit (HC) Applicants – provide the executed Attorney HC Certification form behind a tab labeled and clearly identified. NHC Applicants shall provide a copy of a current license of the Attorney.

#### 6. Accountant:

- a. Provide the executed Accountant Certification form behind a tab labeled and clearly identified. NHC Applicant shall provide a copy of a current license of the Accountant.

#### 7. Service Provider for Assisted Living Facility (ALF) Development only:

- a. Provide the executed Service Provider or Principal of Service Provider Certification form behind a tab labeled and clearly identified.
- b. Provide the Service Provider's or principal of Service Provider's Prior Experience Chart behind a tab labeled and clearly identified.

#### 7. Developer Experience

- a. Please provide a list of all completed housing developments.

**General Information**  
**Part III. Development**

**Funding applicants must complete this section.**

**A. General Development Information**

1. Name of Development:

\_\_\_\_\_

2. Location of Development Site:

a. Address of Development Site:

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Folio # \_\_\_\_\_

a. Will the development consist of scattered sites?

☐ Yes ☐ No

If "Yes," for each of the sites provide the address, total number of units, and a latitude and longitude coordinate behind a tab labeled and clearly identified.

b. Local Jurisdiction:

a. Name of local jurisdiction where development is located:

\_\_\_\_\_

3. Will this development require rehabilitation as a historic building?

☐ Yes ☐ No

If "Yes," answer questions (a) and (b) below:

a. Date the development originally placed in service:

\_\_\_\_\_ (mm/dd/yyyy)

b. Date and cost of last rehabilitation:

\_\_\_\_\_ (mm/dd/yyyy) Cost: \$ \_\_\_\_\_

#### 4. Development Category

a. Select one category

- ☐ New Construction (where 100% of the units are new construction)
- ☐ Rehabilitation

#### 5. Development Type

- |  |   |
|--|---|
| <input type="checkbox"/> Garden Apartment                                      | <input type="checkbox"/> Duplexes/Quadruplexes                                      |
| <input type="checkbox"/> Townhouses  | <input type="checkbox"/> Mid-Rise with Elevator (a building comprised of 4 stories) |
| <input type="checkbox"/> High-Rise (a building comprised of 7 or more stories) | <input type="checkbox"/> Single Room Occupancy (SRO)                                |
|  | <input type="checkbox"/> Other Specify: _____                                       |

## B. Ability to Proceed:

**Funding applicants must complete this section.**

1. Evidence of Site Control. Does the organization/applicant have documented site control? Please note that site control is **required to** receive funding.

Applicant must demonstrate site control by providing one of the following documents:

- Provide a recorded deed or recorded certificate of title behind a tab labeled \_\_\_\_ and clearly identified; or
- Provide a copy of the dated and fully executed long-term lease behind a tab labeled \_\_\_\_\_ and clearly identified; or
- Provide a dated and fully executed contract for purchase and sale for the subject behind a tab labeled and clearly identified. (*Purchase option must be through 12/31/15. The closing must occur prior to contract execution with the County*); or
- Other indications of site control such as an executed Option to Purchase, Clerk certified local government resolution, or an original Invitation to Negotiate. However, it is the responsibility of the developer to meet all minimum threshold requirements FHFC.

**Provide a list of all address(es) and folio numbers for the project site and attach color pictures of the site/structure (including roof and interior). Also include: completed 40 year certification, completed architectural/engineering plans; approved building and construction permits from the respective municipality and/or county for the proposed project. Property must be free of any Building Code violations and if there are existing violations a copy of the violation(s) must be provided from the municipality with a plan to address them.**

Site Address	Folio Number

2. Evidence of Infrastructure Availability. PHCD reserves the right to have flexibility to accept the documents.

- Electricity – Provide a letter from the provider or the Verification of Availability of Infrastructure Electricity Form or a copy of an electrical bill for service to the subject property behind a tab labeled and clearly identified as tab \_\_\_\_\_.
- Water – Provide a letter from the provider or the Verification of Availability of Infrastructure Water Form or a copy of a water bill for service to the subject property behind a tab labeled and clearly identified as tab \_\_\_\_\_.

- Sewer, Package Treatment or Septic Tank – Provide a letter from the provider or the Verification of Availability of Infrastructure – Sewer Capacity, Package Treatment, or Septic Tank Form or a copy of a sewer bill for service to the subject property behind a tab labeled and clearly identified as tab \_\_\_\_\_.
- Roads – Provide a letter from the appropriate Local Government or the Verification of Availability of Infrastructure – Roads Form behind a tab labeled and clearly identified as tab \_\_\_\_\_.

### 3. Evidence of Appropriate Zoning:

- New Construction Development – Provide a properly completed and executed Local Government Verification Form that development is consistent with zoning and land use regulations form behind a tab labeled and clearly identified as tab \_\_\_\_\_.

OR

- Rehabilitation/Substantial Rehabilitation Developments – Provide a properly completed and executed Local Government Verification Form that development is consistent with zoning and land use regulations or a properly completed and executed Local Government Verification Form that states permits are not required for this development behind a tab labeled and clearly identified as tab \_\_\_\_\_.

## Part IV. General Forms.

Applicants must complete this section. Applicants may use the FHFC form for operating budgets and pro-formas.

### Financing

#### DEVELOPMENT COST PRO FORMA

<b>PROJECT COST</b>	<b>Costs</b>
<i>Actual Construction Cost</i>	
Demolition	
New Units	
Rehab of Existing Homeownership/Rental Units	
Accessory Buildings	
Recreational Amenities	
Rehab of Existing Common Areas	
<b>*Other (explain in detail)</b>	
<b>A1. Actual Construction Cost</b>	
<b>Contingency (explain in detail)</b>	
<b>A1.1 Sub-Total</b>	
<b>A1.2 General Contractor Fee</b>	
<b>A1.3 Total Actual Construction Cost</b>	

<i>Financial Cost</i>	
Construction Loan Credit Enhancement	
Construction Loan Interest	
Construction Loan Origination Fee	
Bridge Loan Interest	
Bridge Loan Origination Fee	
Permanent Loan Credit Enhancement	
Permanent Loan Origination Fee	
Reserves Required By Lender	
<b>A2. Total Financial Cost</b>	

<i>General Development Cost</i>	
Accounting Fees	
Appraisal	
Architect's Fee – Design	
Architect's Fee – Supervision	
Builder's Risk Insurance	
Building Permit	
Brokerage Fees – Land	
Brokerage Fees – Building	

Closing Costs – Construction Loan	
Closing Costs – Permanent Loan	
Engineering Fee	
Environmental Fee	
Environmental Report	
<b>*Impact Fees (list in detail)</b>	
Inspection Fees	
Insurance	
Legal Fees	
Market Study	
Marketing/Advertising	
Property Taxes	
Soil Test Report	
Survey	
Title Insurance	
Utility Connection Fee	
<b>*Other (explain in detail)</b>	
<b>*Contingency (7) (explain in detail)</b>	
<b>A3. Total General Development Cost</b>	

<b>B. Development Cost (A1.3+A2+A3)</b>	
---	--

<b>C. Developer's Fee</b>	
---------------------------	--

<i>ACQUISITION COST OF EXISTING DEVELOPMENTS (EXCLUDING LAND)</i>	
Existing Buildings	
Developer Fee on Existing Buildings	
<b>*Other (explain in detail)</b>	
<b>D. Total Acquisition Cost</b>	

<i>LAND COST</i>	
<b>E. Total Land Cost</b>	

<b>F. Total Development Cost (B+C+D+E)</b>	
--	--

## CONSTRUCTION OR REHABILITATION ANALYSIS

	Amount	Documentation Attached and marked as Exhibit
<b>A. Total Development Cost</b>		
<b>B. Sources</b>		
County Funds		
First Mortgage Financing		
Second Mortgage Financing		
Third Mortgage Financing		
Deferred Developer Fee		
Grants		
Equity – Partner’s Contribution		
Other:		
Other:		
Total Sources		
<b>C. Financing Shortfall (A minus B)</b>		

## PERMANENT ANALYSIS

	Amount	Documentation Attached and marked as Exhibit
<b>A. Total Development Cost</b>		
<b>B. Sources</b>		
<b>C. County Funds Requested</b>		

**Part V. General Forms**

**Applicants must complete this section.**

**A. Financial Beneficiaries**

FINANCIAL BENEFICIARIES DISCLOSURE: This application must fully disclose any person or entity categorized as a financial beneficiary as defined by Rule 67-48.002, F.A.C.

**FAILURE TO ACCURATELY AND FULLY DISCLOSE ALL INFORMATION REQUESTED BELOW WILL RESULT IN REJECTION OF THE APPLICATION.**

**Financial Beneficiary Disclosure for the proposed development:**  
On the chart below list the names of all persons or entities that are financial beneficiaries as defined by Rule 67-48.002, F.A.C. in the proposed development excluding limited partner investors through housing credit syndication, third-party lenders, and third-party management agents for each application submitted.

Name of Financial Beneficiary

**B. Threshold Met**

☐ Yes

☐ No

# **GAP FINANCING APPLICATION**

# HOUSING FORMS

## Miami-Dade County FY 2015 Surtax and SHIP RFA

### Part I. General Information

**All applicants must complete this section.**

#### Applicant and Development Team

1. Purpose of this Application:

\_\_\_ "Gap" Funding (Category 2)

Amount Requested: \_\_\_\_\_

2. Applicant Information

Name of Applicant: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Federal Employer  
Identification Number: \_\_\_\_\_

If not yet obtained, provide a copy of the completed, submitted application for the Federal Employer Identification Number behind a tab labeled "FEIN Number \_\_\_\_."

- a. Is the Applicant a legally formed entity qualified to do business in the State of Florida as of the Application Deadline?

☐ Yes      ☐ No

Provide the required documentation behind a tab labeled and clearly identified.

- b. Is the Applicant a limited partnership or limited liability company?

☐ Limited Partnership  
☐ Limited Liability Company

- c. Is the Applicant applying as a not-for-profit organization?

☐ Yes      ☐ No

If the answer is “Yes,” the Applicant must respond to (I) and (II) below. If the answer is “No,” skip not-for-profit status questions and proceed to question 3 below.

(I) Provide the following documentation.

- Attorney’s opinion letter behind a tab labeled and clearly identified.
- IRS determination letter behind a tab labeled and clearly identified.

(II) Answer the following questions:

- Is the Applicant a public housing authority created by Section 421.04, Florida Statutes?

☐ Yes      ☐ No

- Is the applicant or one of its general partners a not-for-profit entity that is an affiliate of a public housing authority created by Section 421.04, Florida Statutes?

☐ Yes      ☐ No

- Is the applicant or one of its general partners a public housing authority or incorporated as a not-for-profit entity pursuant to Chapter 617, Florida Statutes, or similar state statutes if incorporated outside Florida?

☐ Yes      ☐ No

- If “no”, is the applicant or one of its general partners a wholly-owned subsidiary of a not-for-profit entity formed pursuant to Chapter 617, Florida Statutes, or similar state statutes if incorporated outside Florida?

☐ Yes      ☐ No

- Is the applicant or one of its general partners a 501(c)(4) not-for-profit entity; or is the applicant or one of its general partners a wholly-owned subsidiary of a 501(c)(3) or 501(c)(4) not-for-profit entity?

☐ Yes      ☐ No

- Does the not-for-profit entity have an ownership interest, either directly or indirectly, in the general partner or general partnership interest or in the managing member of the managing member’s interest in the applicant?

☐ Yes      ☐ No

If "Yes", state the percentage owned in the general partnership interest:  
\_\_\_\_\_ %

(i) Percentage of Developer's fee that will go to the not-for-profit entity:  
\_\_\_\_\_ %

(ii) Provide the description/explanation of the role of the not-for-profit entity behind a tab labeled and clearly identified as tab \_\_\_\_\_.

(iii) Provide the names and addresses of the members of the governing board of the not-for-profit entity behind a tab labeled and clearly identified as tab \_\_\_\_\_.

(iv) Provide the Articles of Incorporation demonstrating that one of the purposes of the not-for-profit entity is to foster low-income housing behind a tab labeled and clearly identified as tab \_\_\_\_\_.

(v) Year not-for-profit entity was incorporated.  
\_\_\_\_\_ (yyyy)

(vi) Is the not-for-profit entity affiliated with or controlled by a for-profit entity within the meaning of Section 42(h), Internal Revenue Code?

☐ Yes      ☐ No

If "Yes," state name of the for-profit entity and what is the percentage of partnership.  
\_\_\_\_\_ %

### 3. General and Limited Partner(s), Officers, Directors and Shareholders

For a Limited Partnership, provide a list of the limited partner(s), and the officers, directors, members, and shareholders of the general partner(s) as of the application deadline, behind a tab labeled and clearly identified.

For a Limited Liability Company, provide a list of the member(s), and the officers, directors, members, and shareholders of majority-in-interest or elected managing member(s) as of the application deadline, behind a tab labeled and clearly identified. This list must include warrant holders and/or option holders of the proposed development.

For all other entities, provide a list of the officers and directors as of the application deadline, behind a tab labeled and clearly identified.

4. Contact Person for this Application

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Relationship to  
Applicant: \_\_\_\_\_

**General Information**  
**Part II. Development Team**

**All applicants must complete entire section.**

**1. Developer or principal of developer**

Name of Developer: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Federal Employer  
Identification Number: \_\_\_\_\_

**a. Corporate name of each developer (include all co-developers):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**b. Provide the prior experience for each developing entity in a chart behind a tab labeled and clearly identified.**

**2. Management agent or principal of management agent**

**a. Provide the management agent's prior experience chart behind a tab labeled and clearly identified.**

**3. General contractor or principal of general contractor**

**a. Provide the General Contractor's name and prior experience chart behind a tab labeled and clearly identified.**

**b. Is the construction company a subsidiary of the developing entity or does the developer have an ownership interest in the construction company?**

☐ Yes      ☐ No

#### 4. Architect or Engineer

- a. Provide the executed Architect or Engineer Certification form behind a tab labeled and clearly identified. Non-Housing Credit (NHC) Applicants shall provide a copy of a current license of the Architect or Engineer.

#### 5. Attorney

- a. Housing Credit (HC) Applicants – provide the executed Attorney HC Certification form behind a tab labeled and clearly identified. NHC Applicants shall provide a copy of a current license of the Attorney.

#### 6. Accountant:

- a. Provide the executed Accountant Certification form behind a tab labeled and clearly identified. NHC Applicant shall provide a copy of a current license of the Accountant.

#### 7. Service Provider for Assisted Living Facility (ALF) Development only:

- a. Provide the executed Service Provider or Principal of Service Provider Certification form behind a tab labeled and clearly identified.
- b. Provide the Service Provider's or principal of Service Provider's Prior Experience Chart behind a tab labeled and clearly identified.

#### 8. Developer Experience

- a. Please provide a list of all completed housing developments with certificates of occupancy attached.
- b. This list should include name of developer and development, complete address, folio number, year completed, number of units.
- c. Please provide color photographs of all completed developments.

\*Applicants may submit the 2015 Development Team & Ability to Proceed Certification Forms from the Florida Housing Finance Corporation (FHFC)

**General Information**  
**Part III. Development**

**All applicants must complete this section.**

**A. General Development Information**

1. Name of Development:

\_\_\_\_\_

2. Location of Development Site:

a. Address of Development Site:

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Folio # \_\_\_\_\_

a. Will the development consist of scattered sites?

☐ Yes ☐ No

If "Yes," for each of the sites provide the address, total number of units, and a latitude and longitude coordinate behind a tab labeled and clearly identified.

b. Local Jurisdiction:

a. Name of local jurisdiction where development is located:

\_\_\_\_\_

3. Will this development require rehabilitation as a historic building?

☐ Yes ☐ No

If "Yes," answer questions (a) and (b) below:

a. Date the development originally placed in service:

\_\_\_\_\_ (mm/dd/yyyy)

b. Date and cost of last rehabilitation:

\_\_\_\_\_ (mm/dd/yyyy) Cost: \$ \_\_\_\_\_

#### 4. Development Category

a. Select one category

☐ New Construction (where 100% of the units are new construction)

☐ Rehabilitation

#### 5. Development Type

☐ Garden Apartment

☐ Townhouses

☐ High-Rise (a building comprised of 7 or more stories)

☐ Duplexes/Quadruplexes

☐ Mid-Rise with Elevator (a building comprised of 4 stories)

☐ Single Room Occupancy (SRO)

☐ Other Specify: \_\_\_\_\_

#### B. Set-Aside Commitments (Required Units)

1	Minimum Number of County Assisted Units		
	(a)	Total County funding Requested:	\$ _____
	(b)	Total Development Cost:	\$ _____
	(c)	Percentage of Total Development Cost provided by County funds requested <b>(Divide (a) by (b) and round up to the next whole percentage number)</b>	_____%
	(d)	Total number of units in Development	_____
	(e)	Minimum number of County-Assisted Units shown as a whole number	_____
		<b>(Multiply (d) by (c) and round up to the next whole number)</b>	
	(f)	Minimum number of County-Assisted Units as a percentage	
		<b>(Divide (e) by (d) and round percentage to two decimal places)</b>	_____%

2	<b>Commitments to Set Aside Units Beyond the Minimum:</b>		
	Does the Applicant commit to additional County-Assisted Units beyond the minimum? If yes, answer questions a through d below:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(a)	How many?	_____	
(b)	Percentage of additional County-Assisted Units:  <b>(Divide number shown in 2(a) by 1(d) and round percentage to two decimal places)</b>	_____%	
(c)	Is the minimum number of County-Assisted Units required, as shown in 1(e), plus the additional County-Assisted Units, as shown in 2(a), either equal to or less than the total number of units in the Development?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(d)	Total Set-Aside percentage  <b>(Add 1(f) and 2(b) and round percentage to two decimal places)</b>	_____%	

% of Median Income	A # of Bedrooms	B # of Units	C Sq. Ft. of Living Area*	D Tenant Paid Utility Allow.	E Proposed Net Rent
	0			\$	\$
	1			\$	\$
	2			\$	\$
	3			\$	\$
	4			\$	\$
	5			\$	\$
	<b>TOTAL</b>			\$	\$

\* Living Area is defined only as air conditioned spaces.

Total number of ELI Units\* \_\_\_\_\_

\*These units are separate from the County-Assisted units (B1) and the additional County-Assisted units (B2) above.

## 6. Development Status

a. Has rehabilitation or new construction work commenced?

☐ Yes      ☐ No

(1) If "Yes," application is for new construction or rehabilitation, what is the estimated date of completion? \_\_\_\_\_

(2) If "Yes," application for new construction, when were the building permits issued?  
\_\_\_\_\_ (mm/dd/yyyy)

(3) If "Yes," application is for rehabilitation, were building permits required?

☐ Yes      ☐ No

If "Yes," when were the building permits issued? \_\_\_\_\_ (mm/dd/yyyy)

If "No," when did the work commence? \_\_\_\_\_ (mm/dd/yyyy)

b. Do any of the buildings in the development have certificates of occupancy (CO)?

☐ Yes      ☐ No

If "Yes," when were the COs issued? \_\_\_\_\_ (mm/dd/yyyy). Provide copy.

c. Are any of the units occupied?

☐ Yes      ☐ No

## 7. Previous Awards

Have you been awarded any other governmental/County funds, including Local Government Match, GOB, NSP, Surtax, SHIP, HOME or CDBG allocation of bonds from the Miami-Dade Housing Finance Authority (HFA) or other governmental/County funds for this same development? If yes, total amount awarded or committed not including this request:\$\_\_\_\_\_

## **FEATURES AND AMENITIES (TAB 6)**

### **All items below are required for all units in All Developments:**

#### **REQUIRED GENERAL FEATURES AND AMENITIES FOR ALL DEVELOPMENTS (THRESHOLD)**

**ALL DEVELOPMENTS MUST CONFORM FOR NEW CONSTRUCTION AND ALTERATIONS UNDER THE AMERICANS WITH DISABILITIES ACT (ADA) FOR STATE AND LOCAL GOVERNMENT FACILITIES.**

1. Does the Applicant commit to provide the required features and amenities for the proposed development? Applicant must select "Yes" to be considered for participation in any program. Must abide by County Resolution requiring energy-efficient reflective roofs or green roofs in all new construction for affordable housing.  
Yes \_\_\_\_\_ No \_\_\_\_\_

Does the development project commit to providing Green Certification? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, evidence of commitments for Green Certification is required and must be provided with the application. If awarded this would be a contractual requirement.

### **All items below are required for all units in all developments (new construction and rehabilitation):**

- Termite prevention and pest control throughout the entire affordability period.
- Minimum 30 year expected life and warranty on new roofs.
- Central heating, ventilation and air conditioning (HVAC) system in all units, interior hallways and common areas with a minimum SEER rating of 16 (excluding buildings with central chiller system). Window air conditioning units are not allowed.
- Energy Star qualified water heater in all units.
- Code compliant impact windows and exterior doors for all new construction units and for all rehabilitation units, if replacing.
- Marble window sills in all units.
- Replacement of all jalousie (louvered) windows and exterior doors with code compliant impact windows and exterior doors in all rehabilitation units.
- Window treatment/covering for each window, including tinted, screens and blinds.
- Entrance door must have two peepholes, one at standing eye level and one at seated eye level, not more than 43 inches from bottom of door.
- Ceramic and/or porcelain tiles throughout each entire unit, hallways and common areas.
- New kitchen cabinets with granite counter top(s) or comparable in all units-new or rehab, new bathroom cabinet(s), excluding medicine cabinet, in all units new or rehab. All cabinets must be wood.
- Energy Star qualified refrigerator, dishwasher and full-size range and oven in all units.
- Over the range microwave,
- At least two full bathrooms in all 3 bedroom or larger new construction units.
- Bathtub with shower in at least one bathroom in at least 90% of the new construction non-Elderly units.
- Ceramic and/or porcelain tile bathroom floors and walls at bathtub and shower areas.

- New plumbing fixtures in kitchen and bathroom(s) in all rehabilitation units [minimum of new sink and faucets in kitchen and minimum of new tub, sink and faucets in bathroom(s)].
- Water Sense certified faucets, toilets and shower heads with flow of 2.2 gallons per minute or less in all bathrooms for all new construction units and for all rehabilitation units, if replacing.
- Double Bowl kitchen sink in all units – must be 9 inches deep, undermount if granite countertops are used.
- Garbage disposal in all units.
- Low-VOC paint for all interior walls (50 grams per liter or less for flat paint; 150 grams per liter or less for non-flat paint).
- Programmable thermostat in each unit.
- Energy Star qualified ceiling fans with lighting fixtures in all bedrooms.
- Cable or satellite TV hook-up in each unit and, if the Development offers cable or satellite TV service to the residents, the price cannot exceed the market rate for service of similar quality available to the Development's residents from a primary provider of cable or satellite TV.
- Laundry hook-ups and space for full-size washer and dryer inside each unit
- Exterior lighting in open and common areas with daylight sensors, timer or motion detectors.

**All items below are required for all SRO Developments:**

- Minimum unit size of 110 square feet.
- Each unit must contain at least one full size single bed, a lockable storage compartment or chest of drawers and a vertical clothes closet measuring at least three feet wide.
- Each unit must contain a sink.
- At least one set of bathroom facilities for every 16 units (each bathroom facility must contain a ratio of at least one sink, one shower with curtain or door and one toilet with door for every 4 units).
- Community center or meeting room featuring a television (minimum 40") with cable or satellite TV hook-up.
- Public transportation within ½ mile.

**All items below are required for all Multi-family New Construction Developments**

- Steel exterior entry door frames for all units.
- At least 1.5 bathrooms (one full bath and one with at least a toilet and sink) in all 2 bedroom new construction units. *Note: in order to be eligible for this feature, the development must have at least one 2- bedroom unit.*
- Pantry in kitchen area in all new construction units – must be no less than 20 cubic feet of storage space. Pantry cannot be just an under-or-over-the-counter cabinet.
- Community center or clubhouse
- Playground/tot lot accessible to children with disabilities (must be sized in proportion to development's size and expected resident population with age-appropriate equipment).
- Exercise room with appropriate equipment.
- Emergency call service in all elderly units.
- Library consisting of a minimum of 100 books and 5 current magazine subscriptions.

- Computer lab on-site with a minimum one computer per 15 units, with basic word processing, spreadsheets and assorted educational and entertainment software and at least one printer
- Laundry facilities with full-size Energy Star qualified washers and dryers available in at least one common area on site – minimum of 1 washer and dryer for every 12 units

Check all that apply	Optional Features And Amenities For All Developments Except SRO
	Gated community with “carded” or “touchpad” entry or security guard, or if 2 or more stories, “carded” or “touchpad” secure entry to each building.
	Car care area (for car cleaning/washing/vacuuming) with Rain Water Supply (Green).
	Swimming pool
	Picnic area with hard cover permanent roof with a design compatible with the Development, open on all side, containing at least three permanent picnic tables with benches and an adjoining permanent outdoor grill.
	Two or more parking spaces per total number of units.
	Humidistat in each unit
	Energy Star qualified roofing materials
	Energy Star rating for all windows in each unit
Check all that apply	Optional features and Amenities For Single Family Homeownership or Rental, Duplexes or Quadruplexes Applications
	Garage for each unit which consists of a permanent fully enclosable structure designed to accommodate one or more automobiles, either attached to the unit or detached but located on the same property, provided at no charge to the resident.
	Carport for each unit which consists of a permanent covered and paved area, attached to the unit and designed to accommodate one or more automobiles, provided at no charge to the resident.
	Fenced back yard for each unit, which consists of a portion of the property behind each unit that is enclosed, by a wood, privacy or chain link fence of a minimum height of 48”. Direct access to the fenced back yard for each unit must be afforded by a door from that unit and no other unit.
Check all that apply	Optional Features and Amenities For SRO Developments
	Cable or satellite TV hook-up in each unit and, if the development offers cable or satellite, Or satellite TV service to the residents, the price cannot exceed the market Rate for service of similar quality available to the development’s residents from a primary provider of cable or satellite TV.
	Gated community with “carded” or “touchpad” entry or security guard, or if 2 or more stories, “carded” or “touchpad” secure entry to each building. Emergency call service in all units.
	Picnic area with hard cover permanent roof with a design compatible with the Development, open on all side, containing at least three permanent picnic tables with benches and an adjoining permanent outdoor grill.
	Library consisting of a minimum of 100 books and 5 current magazine subscriptions.

“Waivers may only be allowed for particular features and amenities on an exception basis for features and amenities that are in the best of the County.”

### C. Ability to Proceed:

#### Applicants must complete this section.

1. Evidence of Site Control. Does the organization/applicant have documented site control? Please note that site control is **required to receive funding.**

Applicant must demonstrate site control by providing one of the following documents:

- Provide a recorded deed or recorded certificate of title behind a tab labeled \_\_\_\_ and clearly identified; or
- Provide a copy of the dated and fully executed long-term lease behind a tab labeled \_\_\_\_\_ and clearly identified; or
- Provide a dated and fully executed contract for purchase and sale for the subject behind a tab labeled and clearly identified. (*Purchase option must be through 12/31/15. The closing must occur prior to contract execution with the County*); or
- Other indications of site control such as an executed Option to Purchase, Clerk certified local government resolution, or an original Invitation to Negotiate. However, it is the responsibility of the developer to meet all minimum threshold requirements FHFC.

Provide a list of all address(es) and folio numbers for the project site and attach color pictures of the site/structure(including roof and interior). Also include: completed 40 year certification, completed architectural/engineering plans; approved building and construction permits from the respective municipality and/or county for the proposed project. Property must be free of any Building Code violations and if there are existing violations a copy of the violation(s) must be provided from the municipality with a plan to address them.

This is mandatory information needed to conduct the required credit underwriting process. There will be no exceptions.

Site Address	Folio Number

2. Evidence of Infrastructure Availability. Applicants applying for “Gap” funding may submit copies of all of the forms submitted to FHFC or other governmental entity that awarded the public funds. PHCD reserves the right to have flexibility to accept the documents.

- Electricity – Provide a letter from the provider or the Verification of Availability of Infrastructure Electricity Form or a copy of an electrical bill for service to the subject property behind a tab labeled and clearly identified as tab \_\_\_\_\_.

- Water – Provide a letter from the provider or the Verification of Availability of Infrastructure Water Form or a copy of a water bill for service to the subject property behind a tab labeled and clearly identified as tab \_\_\_\_\_.
- Sewer, Package Treatment or Septic Tank – Provide a letter from the provider or the Verification of Availability of Infrastructure – Sewer Capacity, Package Treatment, or Septic Tank Form or a copy of a sewer bill for service to the subject property behind a tab labeled and clearly identified as tab \_\_\_\_\_.
- Roads – Provide a letter from the appropriate Local Government or the Verification of Availability of Infrastructure – Roads Form behind a tab labeled and clearly identified as tab \_\_\_\_\_.

### 3. Evidence of Appropriate Zoning:

- New Construction Development – Provide a properly completed and executed Local Government Verification Form, a letter on formal letterhead from the appropriate jurisdiction or FHFC form that development is consistent with zoning and land use regulations form behind a tab labeled and clearly identified as tab \_\_\_\_\_.

OR

- Rehabilitation/Substantial Rehabilitation Developments – Provide a properly completed and executed Local Government Verification Form that development is consistent with zoning and land use regulations or a properly completed and executed Local Government Verification Form that states permits are not required for this development behind a tab labeled and clearly identified as tab \_\_\_\_\_.

## D. Demographic Commitment

### A. Demographic Targets

#### 1. Elderly

Will the proposed Development serve residents over age 62?

☐ Yes..... ☐ No

#### 2. Homeless

Will the proposed Development set aside units for homeless persons?

☐ Yes..... ☐ No

☐ SINGLES ONLY

☐ FAMILIES ONLY

☐ SINGLES AND FAMILIES

3. Family – Development will serve the general population.

☐ Yes..... ☐ No

**B. Income Targeting. Points will not be awarded if requested documentation is not included in application or items are not checked.**

Project will result in (check all that apply):

- \_\_\_\_\_ Mixed-income residential housing, which includes units affordable to persons with incomes of 80% or less of AMI, along with retail space, offices, and/or leased office space for community-based services. At least 75% of the residential units must serve households with incomes of 80% AMI or less. Please provide a separate sources and uses and income/expense pro forma for the non-residential portion of the development behind a tab labeled and clearly identified. The zoning certification included in the application must support the mixed-use development.
- \_\_\_\_\_ Housing units restricted to occupancy by households with income of 80% or less of AMI in located at or near (within one mile radius) of rapid transit facilities (i.e. Metrorail) or, if project is located south of Kendall Drive, busways. At least 75% of the residential units must serve households with incomes of 80% AMI or less. Include a map with a one-mile radius circle with the project location identified at the center of the circle and the location of the transit stop within the circle.

## DEMOGRAPHIC AND SET-ASIDE COMMITMENTS

- \_\_\_\_\_ A set-aside of 10% of units that is affordable to households at 33% or less of AMI. Units at 33% rents must be identified and included in 30-year pro forma.
- \_\_\_\_\_ A set-aside of 5% to 9.99% of units that are affordable to households at 33% or less of AMI. Units at 33% rents must be identified and included in 30-year pro forma.
- \_\_\_\_\_ An operating reserve for rental assistance for projects that set aside 10% or more of the units for households at 33% or less of AMI (the operating reserve must be shown in project's capital budget with an allowed source to fund the reserve. Funding from this RFA cannot be utilized for an operating reserve).

## Part IV. General Forms.

Applicants must complete this section. Applicants may use the FHFC form for operating budgets and pro-formas.

### Financing

#### A. "Gap" Financing Funding Request

"Gap" funding applicants may submit copies of the pro forma submitted to FHFC or other government funding source.

Total Development Costs: \$\_\_\_\_\_ (including all fees, construction, etc.)

#### DEVELOPMENT COST PRO FORMA

DESCRIPTION	COST
<i>Actual Construction Cost</i>	
Demolition	
New Units	
Rehab of Existing Homeownership/Rental Units	
Accessory Buildings	
Recreational Amenities	
Rehab of Existing Common Areas	
<b>*Other (explain in detail)</b>	
<b>A1. Actual Construction Cost</b>	
<b>Contingency (explain in detail)</b>	
<b>A1.1 Sub-Total</b>	
<b>A1.2 General Contractor Fee</b>	
<b>A1.3 Total Actual Construction Cost</b>	

<i>Financial Cost</i>	
Construction Loan Credit Enhancement	
Construction Loan Interest	
Construction Loan Origination Fee	
Bridge Loan Interest	
Bridge Loan Origination Fee	
Permanent Loan Credit Enhancement	
Permanent Loan Origination Fee	
Reserves Required By Lender	
<b>A2. Total Financial Cost</b>	

<i>General Development Cost</i>	
Accounting Fees	
Appraisal	
Architect's Fee – Design	
Architect's Fee – Supervision	
Builder's Risk Insurance	
Building Permit	
Brokerage Fees – Land	
Brokerage Fees – Building	
Closing Costs – Construction Loan	
Closing Costs – Permanent Loan	
Engineering Fee	
Environmental Fee	
Environmental Report	
<b>*Impact Fees (list in detail)</b>	
Inspection Fees	
Insurance	
Legal Fees	
Market Study	
Marketing/Advertising	
Property Taxes	
Soil Test Report	
Survey	
Title Insurance	
Utility Connection Fee	
<b>*Other (explain in detail)</b>	
<b>*Contingency (7) (explain in detail)</b>	
<b>A3. Total General Development Cost</b>	

<b>B. Development Cost (A1.3+A2+A3)</b>	
---	--

<b>C. Developer's Fee</b>	
---------------------------	--

<i>ACQUISITION COST OF EXISTING DEVELOPMENTS (EXCLUDING LAND)</i>	
Existing Buildings	
Developer Fee on Existing Buildings	
<b>*Other (explain in detail)</b>	
<b>D. Total Acquisition Cost</b>	

<i>LAND COST</i>	
<b>E. Total Land Cost</b>	

<b>F. Total Development Cost (B+C+D+E)</b>	
--	--

## CONSTRUCTION OR REHABILITATION ANALYSIS

	Amount	Documentation Attached and marked as Exhibit
<b>A. Total Development Cost</b>		
<b>B. Sources</b>		
County Funds		
First Mortgage Financing		
Second Mortgage Financing		
Third Mortgage Financing		
Deferred Developer Fee		
Grants		
Equity – Partner’s Contribution		
Other:		
Other:		
Total Sources		
<b>C. Financing Shortfall (A minus B)</b>		

## PERMANENT ANALYSIS

	Amount	Documentation Attached and marked as Exhibit
<b>A. Total Development Cost</b>		
<b>B. Sources</b>		
<b>C. County Funds Requested</b>		

**Part V. General Forms**

**Applicants must be complete this section.**

**A. Financial Beneficiaries**

FINANCIAL BENEFICIARIES DISCLOSURE: This application must fully disclose any person or entity categorized as a financial beneficiary as defined by Rule 67-48.002, F.A.C.

**FAILURE TO ACCURATELY AND FULLY DISCLOSE ALL INFORMATION REQUESTED BELOW WILL RESULT IN REJECTION OF THE APPLICATION.**

**Financial Beneficiary Disclosure for the proposed development:**  
On the chart below list the names of all persons or entities that are financial beneficiaries as defined by Rule 67-48.002, F.A.C. in the proposed development excluding limited partner investors through housing credit syndication, third-party lenders, and third-party management agents for each application submitted.

Name of Financial Beneficiary

## B. Rental Forms

Applicants must complete this section, if applicable.

### Rents and Operating Pro Forma

Page 1

#### Units and Rental Rates

##### Miami-Dade County Assisted Units

	A	B	C	D	E	F	G	H
% of Median Income	Target Tenant *	# of Bedrooms	# of Units	Sq. Ft. of Living Area**	Rent	Tenant Paid Utility Allow.	Proposed Net Rent	Net Rent/Sq. Ft.
		0			\$	\$	\$	\$
		1			\$	\$	\$	\$
		2			\$	\$	\$	\$
		3			\$	\$	\$	\$
		4			\$	\$	\$	\$
		5			\$	\$	\$	\$
		<b>TOTAL</b>			\$	\$	\$	\$
					<b>Annual</b>	<b>Income</b>	\$	

##### Non Miami-Dade County Assisted Units

	A	B	C	D	E	F	G	H
% of Median Income	Target Tenant *	# of Bedrooms	# of Units	Sq. Ft. of Living Area	Rent	Tenant Paid Utility Allow.	Proposed Net Rent	Net Rent/Sq. Ft.
		0			\$	\$	\$	\$
		1			\$	\$	\$	\$
		2			\$	\$	\$	\$
		3			\$	\$	\$	\$
		4			\$	\$	\$	\$
		5			\$	\$	\$	\$
		<b>TOTAL</b>			\$	\$	\$	\$
					<b>Annual</b>	<b>Income</b>	\$	

\*Codes for Target Tenant: H = Homeless; LWA = Living with AIDS; E = Elderly; D = Disabled (other than LWA); F = Exiting Foster Care Youth.

\$

\*\*Living area should be defined as only air-conditioned spaces.

## Rental Forms

### Rents and Operating Pro forma

#### Page 2

#### I. OPERATING PRO FORMA

- A. Submit an operating pro forma for the proposed development with projects operating expenses and income. The operating pro forma must be tabbed, labeled and clearly identified.
- B. If loan or other funding approval is in place, insert the actual interest rate(s), terms and assumptions used in obtaining the commitment.
- C. Evidence of the figures used to obtain the commitment must be located directly behind this form, labeled and clearly identified.

**The developer is responsible for selecting the correct rents based on the funding sources. The County does not restrict the choice of rents. All units must be affordable in accordance with the funding source guidelines.**

**USE THE FOLLOWING ASSUMPTIONS IF ALL SOURCES OF FUNDING ARE NOT FIRMLY COMMITTED WITH CORRESPONDING INTEREST RATE:**

- 1. Mortgage Rate: 6% (includes servicing fees)
- 2. Mortgage Term: 30 year amortization
- 3. Vacancy Rate: 6%
- 4. Annual Rental Income Increase Rate: 3%
- 5. Operating Reserves of 3%
- 6. Replacement Reserves of a minimum amount of \$300 per unit per annum; must be used for all developments
- 7. Minimum Operating Expenses are \$4,500 and the maximum operating expenses are \$6,250
- 8. Annual Expense Increase Rate is 4%

## Rental Forms

### Rents and Operating Pro Forma

#### Page 3

**NOTE: Variances from the above assumptions may be made only if adequate data are attached hereto as an Exhibit to justify the exception.** If anticipated vacancy rates or annual expenses for a particular market area are higher, then the higher numbers should be used.

*If applicable, justification should be placed directly behind this form with a tab labeled and clearly identified.*

## II. PRO FORMA FORMAT

Complete the Pro Forma Form shown below and project figures for construction and rehabilitation developments for **30 years**. Attach a detailed explanation of all projections. *The detailed explanation of all projections should be placed directly behind this form at tab labeled and clearly identified.*

### Rental Forms

**Rents and Operating Pro Forma ("Gap" funding applications may use pro forma included in FHFC submittal).**

#### INCOME

Gross Rental Income	
(Attach rent schedule)	\$ _____
Other Income (specify source)	\$ _____
_____	
Subtotal	\$ _____
Minus Vacancy (6% of Subtotal)	\$ ( _____ )
 (A) INCOME	 \$ _____

#### OPERATING EXPENSES

Salaries	\$ _____
Repair and Maintenance	\$ _____
Utilities	\$ _____
Administration	\$ _____
Contract Services	\$ _____
Management Fees	\$ _____
Insurance	\$ _____
Miscellaneous	\$ _____
Real Estate Taxes	\$ _____
Replacement Reserve	\$ _____
(B) EXPENSES	\$ _____

#### NET OPERATING INCOME

(A) Income	\$ _____
(B) Expenses	\$ ( _____ )
Net Operating Income	\$ _____

#### DEBT SERVICE COVERAGE

(A) Net Operating Income	\$ _____
(B) Annual Debt Service	
for all mortgages	\$ _____
(C) Debt Service Ratio	
[divide (A) by (B)]*	\$ _____

If debt service coverage relies on other sources of funds in addition to net operating income, attach separate sheet(s) describing source of funds. *The attachment(s) should be placed directly behind this form at tab labeled "Form\_\_\_\_" and clearly identified.*

# **SINGLE FAMILY HOMEOWNERSHIP**

**SURTAX**  
**SINGLE-FAMILY HOMEOWNERSHIP APPLICATION**

**Statement Of Maximum Funding and Sales Price Per Sq. Ft.**

Check the one that applies:

- ☐ Homeownership
- ☐ Condominium

Total Land Cost for this development: \_\_\_\_\_

What is the targeted median income for the units? \_\_\_\_\_

MODEL TYPE	# OF UNITS	# OF BEDROOMS	MAXIMUM AMOUNT \$ PER UNIT REQUESTED	SALES PRICE PER UNIT	SQ. FT.	SALES PRICE PER SQ. FT.

**NOTE:** The information provided on this page will be used as the basis for contract compliance, should the development be funded.

**Miami-Dade County Request for Applications (RFA) for  
FY 2015 Surtax and SHIP Funding Program**

**SCORING CRITERIA for Gap and Homeownership Funding Only**

**Check Appropriate Box**

**1 Ability to Proceed (45 points Maximum)**

**a.** Does the organization/applicant have documented site control?

- ☐ Yes (15 points)  
☐ No (0 points)

**b.** Has public approval, such as land use, zoning, permitting and variances been obtained to carry out the project?

- ☐ Yes (10 points)  
☐ No (0 points)

**c.** Is there appropriate infrastructure or access to infrastructure for this project? (*i.e. water and sewer connections, roadway access, and electric service*)

- ☐ Yes (10 points)  
☐ No (0 points)

**d.** Executed Contracts

- ☐ Copy of building permit (5 points)  
☐ Copy of Fully Executed GC Contract (5 points)

**2. County subsidy including any previously awarded County Surtax, CDBG, SHIP, HOME, NSP, GOB or other County resources and funding requested in current application on a per unit basis? \_\_\_\_\_ (10 points)**

- ☐ less than or equal to \$35,000 (10 points)  
☐ \$35,001 - \$45,000 (5 points)  
☐ \$45,001 - \$50,000 (3 points)  
☐ greater than \$50,001 (0 points)

**2a. Mixed Income Projects****(10 points)**

Ratio of low-moderate to market rate rentals provided.

- |  |             |
|--|-------------|
| <input type="checkbox"/> 80% market/ 10% moderate/10%low   | (10 points) |
| <input type="checkbox"/> 70% market/15% moderate 15% low   | (7 points)  |
| <input type="checkbox"/> 60% market/20% moderate/20% low   | (5 points)  |
| <input type="checkbox"/> 50% market/25% moderate/25% low   | (3 points)  |
| <input type="checkbox"/> below 50% market moderate and low | (0 points)  |

Miami-Dade Area Median Income (AMI) for a family of 4 is:

\$23,850 for extremely low income (30%)

\$34,000 for very low income (50%)

\$54,400 for low income (80%)

\$54,400+ moderate income is above 80% up to 120% of AMI

**3. Experience of Development Team (based on RFA Submittal)****(20 points)**

Units Completed with Certificate of Occupancy?

- |   |             |
|---|-------------|
| <input type="checkbox"/> more than 1000 units | (20 points) |
| <input type="checkbox"/> 999-700 units        | (15 points) |
| <input type="checkbox"/> 699-500              | (10 points) |
| <input type="checkbox"/> less than 500        | (5 points)  |

\* Specify whether your experience is for multi-family or homeownership

**4. Set-asides for extremely low income (ELI)\*?****(5 points)**

- |  |            |
|--|------------|
| <input type="checkbox"/> 10% and greater | (5 points) |
| <input type="checkbox"/> 5% - 9.99%      | (3 points) |
| <input type="checkbox"/> Less than 5%    | (0 points) |

\*At or below 33% of area median income

**5. Not-for-Profit Partners and/or Public Housing projects as member of development team?****Not-for-Profit member must be a minimum of 51% owner. (5 points)****(5 Points)**

- |                              |            |
|------------------------------|------------|
| <input type="checkbox"/> Yes | (5 points) |
| <input type="checkbox"/> No  | (0 points) |

**6. Construction Features and Amenities? Does the Development commit to providing Green Certification. If so, provide Evidence (it will be a contractual requirement) (5 Points)**

- |   |            |
|---|------------|
| <input type="checkbox"/> Green Certified (LEED, FGBC, NGBS, Energy Star, etc.)      | (5 points) |
| <input type="checkbox"/> 10 or more features, including at least 3 energy efficient | (3 points) |
| <input type="checkbox"/> 5 or more features, including at least 2 energy efficient  | (2 points) |

**TOTAL POINTS EARNED:**

**BONUS POINTS (20 points)**

- |  |            |
|--|------------|
| <input type="checkbox"/> Located within 1/2 mile of public transportation            | (5 points) |
| <input type="checkbox"/> Accesses recreation and health facilities (within one mile) | (5 points) |
| <input type="checkbox"/> Addresses Ordinance 14-56 (Disability set aside)            | (5 points) |
| <input type="checkbox"/> Project provide mixed income integration                    | (5 points) |

**Miami-Dade County Request for Applications (RFA) for  
FY 2015 Surtax and SHIP Funding Program**

**SCORING CRITERIA for Small Developments Funding Only**

**1. Ability to Proceed (Maximum 45 points)**

**1a.** Does the organization/applicant have documented site control?

- |                              |             |
|------------------------------|-------------|
| <input type="checkbox"/> Yes | (15 points) |
| <input type="checkbox"/> No  | (0 points)  |

**1b.** Has public approval, such as land use, zoning, permitting and variances been obtained to the carry out the project?

- |                              |             |
|------------------------------|-------------|
| <input type="checkbox"/> Yes | (10 points) |
| <input type="checkbox"/> No  | (0 points)  |

**1c.** Is there appropriate infrastructure or access to infrastructure for this project? *(i.e. water and sewer connections, roadway access, and electric service)*

- |                              |             |
|------------------------------|-------------|
| <input type="checkbox"/> Yes | (10 points) |
| <input type="checkbox"/> No  | (0 points)  |

**1d.** Executed Contracts \_

- |   |            |
|---|------------|
| <input type="checkbox"/> Copy of building permit            | (5 points) |
| <input type="checkbox"/> Copy of Fully Executed GC Contract | (5 points) |

**2. County subsidy including any previously awarded County Surtax, CDBG, SHIP, HOME, NSP, GOB or other County resources and funding requested in current application on a per unit basis? \_\_\_\_\_ (5 points)**

- |   |            |
|---|------------|
| <input type="checkbox"/> less than or equal to \$35,000 | (5 points) |
| <input type="checkbox"/> \$35,001 - \$45,000            | (3 points) |
| <input type="checkbox"/> \$45,001 - \$50,000            | (1 points) |
| <input type="checkbox"/> greater than \$50,001          | (0 points) |

**2a. Mixed Income Projects**

**Ratio of low-moderate to market rate rentals provided. (10 points)**

- |  |             |
|--|-------------|
| <input type="checkbox"/> 60% market 20% moderate 20% low | (10 points) |
| <input type="checkbox"/> 70% market 15% moderate 15% low | (7 points)  |
| <input type="checkbox"/> 80% market 10% moderate 10% low | (5 points)  |

- ☐ 90% market 5% moderate 5% low (3 points)  
☐ 100% market (0 points)

**3. Experience of Development Team (based on RFA Submittal) (10 points)**

Units Completed with Certificate of Occupancy?

- ☐ more than 250 units (10 points)  
☐ 249-150 units (7 points)  
☐ 149-50 units (5 points)  
☐ less than 50 units (0 points)

**4. Set-asides for extremely low income (ELI\*)? (5 points)**

- ☐ 10% and greater (5 points)  
☐ 5% - 9.99% (3 points)  
☐ Less than 5% (0 points)

\*At or below 33% of area median income

**5. Not-for-Profit partners as members of development team or public housing projects? Not-for-Profit member must be a minimum of 51% owner. (5 points)**

- ☐ Yes (5 points)  
☐ No (0 points)

**6. Construction Features and Amenities? Does the Development commit to providing Green Certification. If so, provide Evidence (it will be a contractual requirement) (5 Points)**

- ☐ Green Certified (LEED, FGBC, NGBS, Energy Star, etc.) (5 points)  
☐ 10 or more features, including at least 3 energy efficient (3 points)  
☐ 5 or more features, including at least 2 energy efficient (2 points)

**7. Total cost per unit based on Total Development Cost (10 points)**

- ☐ Less than \$60,000 \_\_\_\_\_ (10 points)  
☐ \$60,001-\$80,000 \_\_\_\_\_ (7 points)  
☐ \$80,001 -\$100,000 \_\_\_\_\_ (5 points)  
☐ \$100,001-\$120,000 \_\_\_\_\_ (3 points)  
☐ Greater than \$120,001 \_\_\_\_\_ (0 points)

**TOTAL POINTS EARNED:** \_\_\_\_\_

**BONUS POINTS** \_\_\_\_\_

**(15 points)**

- |  |            |
|--|------------|
| <input type="checkbox"/> Within one mile of public transportation                    | (5 points) |
| <input type="checkbox"/> Accesses recreation and health facilities (within one mile) | (5 points) |
| <input type="checkbox"/> Addresses Ordinance 14-56 (Disability set aside)            | (5 points) |

# **HOME BUYER COUNSELING AND EDUCATION**

## **HOMEBUYER COUNSELING SURTAX**

### **PROGRAM SCOPE**

Surtax dollars may be used to fund emergency repairs, new construction, rehabilitation, down payment and closing cost assistance, impact fees, construction and gap financing, mortgage buy-downs, acquisition of property for affordable housing, matching dollars for federal housing grants and programs, and homeownership counseling. SHIP funds may be used to assist units that meet the standards of Chapter 533; SHIP funds may also be used to assist manufactured housing constructed after June 1994 in accordance with the installation standards defined in the rules of the Department of Highway Safety and Motor Vehicles.

**This RFA is providing Surtax funding for Homebuyer Education and Counseling Services.** Education and Counseling services must include such topics as: types of financing, how to find appropriate financing, fair housing practices, credit counseling, budget and money management, financial literacy, selecting a neighborhood, consideration of schools, employment and transportation, how to locate a home, how to negotiate a purchase price, home maintenance, the mortgage approval process and post-closing education and counseling, and inspections and repairs.

Applicants with a demonstrated ability to provide educational and counseling services to prospective homebuyers are encouraged to apply to perform those services in accordance with the instructions provided. **There is a minimum threshold requirement for participation in this activity. All applicants must be a U.S. HUD approved Homebuyer Education and Counseling Agency. Proof of this required designation must be provided at the time of application in order to be considered for funding.**

**Housing Counselor(s) who are administering the workshops must have certification that is approved by U.S. HUD. The Agency must have a reporting system that tracks the number of homeowners funded by Miami-Dade County resources. A monthly report is required at the time the Agency submits for payment.**

**The County will endeavor to distribute these funds in a geographically equitable manner, such that residents in the North, Central, and South shall have reasonable access to such services. This policy seeks to achieve greater efficiencies in the provision of these services and the expenditure of funds by eliminating the funding of multiple agencies that provide duplicative services in the same market area.**

All recipients of homeownership assistance will participate in a financial literacy program in conjunction with the existing required homebuyer counseling curricula.

# HOMEBUYER COUNSELING SERVICES

## PAGE 1 OF 4

### SCORING TABLE

***Please do not complete the Homebuyer Counseling and Education Sections unless you intend to apply to perform the services.*** Counseling services must include such topics as: types of financing, how to find appropriate financing, fair housing practices, credit counseling, budget and money management, financial literacy training, selecting a neighborhood, consideration of schools, employment and transportation, how to locate a home, how to negotiate a purchase price, home maintenance, and inspections and repairs.

The County through PHCD, requests that agencies with a demonstrated ability to provide educational and counseling services to prospective homebuyers, apply to perform those services in accordance with the instructions provided. **There is a minimum threshold requirement for participation in this activity. All applicants must be a US HUD Approved Homebuyer Counseling Agency. Proof of this required designation must be provided at the time of application in order to be considered for funding.**

**HOMEBUYER COUNSELING  
ORGANIZATIONAL CAPACITY AND SOUNDNESS OF APPROACH (100 Points)**

<b>1.</b>	<b>How many years have the organization provided homebuyer education and counseling services? <i>Must provide proof receive points.</i></b> <input type="checkbox"/> 1-4 years (4 pts.) <input type="checkbox"/> 5-7 years (6 pts.) <input type="checkbox"/> 8 or more years (10 pts.)
<b>2.</b>	<b>Is the homebuyer counseling entity a member of the National Industry Standards for Homeowner Education and Counseling? <i>Provide proof.</i></b> <input type="checkbox"/> No (0 pts.) <input type="checkbox"/> Yes (10 pts.)
<b>3.</b>	<b>Does the homebuyer counseling entity utilize a HUD compliant Client Management System for data collection and reporting? <i>Provide proof.</i></b> <input type="checkbox"/> No (0 pts.) <input type="checkbox"/> Yes (5 pts.)
<b>4.</b>	<b>How many years of experience do the homebuyer counselors have?</b> <input type="checkbox"/> 1-5 years (1 pt.) <input type="checkbox"/> 6-10 years (2 pts.) <input type="checkbox"/> 11 or more years (5 pts.)
<b>5.</b>	<b>What is the percentage of homebuyer counselors that are currently certified? <i>Select one.</i></b> <input type="checkbox"/> 69% or less than (0 pts.) <input type="checkbox"/> 70-79% (1 pt.) <input type="checkbox"/> 80-89% (2 pts.) <input type="checkbox"/> 90-100% (3 pts.)
<b>6.</b>	<b>Has your organization received other funding for counseling services? <i>Must provide proof.</i></b> <input type="checkbox"/> No (0 pts.) <input type="checkbox"/> Yes (7 pts.)
<b>7.</b>	<b>Can the applicant demonstrate proven success with the homebuyer counseling program? <i>In order to receive points, please provide a copy. How many participants successfully completed and/or graduated from your program in the last 12 months?</i></b> <input type="checkbox"/> less than 100 (0 pts.) <input type="checkbox"/> 100 (2 pts.) <input type="checkbox"/> 200 (4 pts.) <input type="checkbox"/> 300 (8 pts.) <input type="checkbox"/> 500 or more (10 pts.)
<b>8.</b>	<b>How many participants successfully achieved homeownership in the last 12 months?</b> <input type="checkbox"/> Less than 25 (0pts.) <input type="checkbox"/> 26-49 (5 pts.) <input type="checkbox"/> 50 or more (10 pts.)
<b>9.</b>	<b>Does the applicant have a comprehensive training curriculum?</b> <input type="checkbox"/> Marginal (2 pts.) <input type="checkbox"/> Moderate (6 pts.) <input type="checkbox"/> Comprehensive (10 pts.)
<b>10.</b>	<b>Number of training locations within 1/3 mile accessible to public transportation?</b> <input type="checkbox"/> No locations within 1/3 mile (0 pts.) <input type="checkbox"/> 1 location within 1/3 mile (3 pts.) <input type="checkbox"/> 2 or more locations within 1/3 mile (5 pts.)
<b>11.</b>	<b>Is there a cost to participants for the homebuyer education and counseling workshops <i>(exclusive of required fees for credit reports)</i></b> <input type="checkbox"/> \$50 or more (0 pts.) <input type="checkbox"/> \$1-\$50 (5 pts.) <input type="checkbox"/> \$0 (15 pts.)
<b>12.</b>	<b>Has the agency provided post purchase homeownership workshops for persons previously served by your organization?</b> <input type="checkbox"/> No (0 pts.) <input type="checkbox"/> Yes (5 pts.)

## **FY 2015 FUNDING Surtax and SHIP Certification Form**

This page must be signed by the authorized representative of the agency /developer as to the accuracy and completeness of the proposal. No proposals will be accepted without this document.

I hereby certify that this proposal is complete and all information included herein is true and accurate.

Developer: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Carlos A. Gimenez**  
*Mayor*

## **BOARD OF COUNTY COMMISSIONERS**

**Jean Monestime**  
*Chairman*

**Estaban Bovo**  
*Vice Chairman*

**Barbara J. Jordan**  
*District 1*

**Daniella Levine Cava**  
*District 8*

**Jean Monestime**  
*District 2*

**Dennis C. Moss**  
*District 9*

**Audrey M. Edmonson**  
*District 3*

**Senator Javier D. Souto**  
*District 10*

**Sally A. Heyman**  
*District 4*

**Juan C. Zapata**  
*District 11*

**Bruno A. Barreiro**  
*District 5*

**José "Pepe" Diaz**  
*District 12*

**Rebeca Sosa**  
*District 6*

**Esteban Bovo, Jr.**  
*District 13*

**Xavier L. Suarez**  
*District 7*

**Harvey Ruvín**  
*Clerk of Courts*

**Lazaro Solis**  
*Property Appraiser*

**Robert A. Cuevas Jr.**  
*County Attorney*